Traveler Quick Reference Guide

Travel Manager System (v8.0) Dryden Flight Research Center

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> **Travel Manager Help Desk: 276–2477**
> Netscape 4.7x   Internet Explorer 5.x
> **MAC Users must use IE**

❖ **LOGIN TO TRAVEL MANAGER**

Launch a correct browser and use the following URL – http://travelmanager.dfrc.nasa.gov to view the DFRC Travel Manager home page and look for new items. Click the Login to Travel Manager link. The Travel Manager login page will be displayed.

Enter a Login User Name and Password.

Verify that Doc Prep is in the selection box below the **Login** button.

Click the **Login** button.

Then MAC Users must click their cursor in the password field and press enter.

Note: Do not use the "**Enter**" key. Always use the Tab Key or your Mouse to navigate between fields.

❖ **REVIEW A TRAVEL VOUCHER**

Click the **Review Documents** link.

The Review Document page will display with a list of all documents waiting for review.

Click the Document icon next to the desired document name to view it.

If adjustments have been made, select the adjusted document with the double asterisk (**).

Note: All of the Documents listed in the Review queue will display by document type and departure date in reverse chronological order.

The Open Document Signature page will display.

Enter Signature PIN and click **Sign**.

The Document Summary page will display for review.

To review specific details on the document, click the links on the left hand side of page.

Click the **Document Summary** link to return to the Summary from any other page.

Click the **Document Status** link to sign and route the Travel Voucher document.

Enter Signature PIN.

Click the **Stamp** button.

The Pre Audit page will be displayed. Review any items with a 'Fail' Status. This may not be an actual failure; it may be to draw the approver's attention to that item on the Voucher.

Click **Continue** for the Signature page.

Read the signature certification.

If in agreement, click **Accept**. The document will be signed and routed.

❖ **PRINT A TRAVEL AUTHORIZATION**

Click the **Open Existing Document** link.

Click the Document icon 📄 to the left of the travel document to print.

The document will open in (View Only) mode if processing is complete. Otherwise, click the **Get Document as View Only** button. Click on the **Preview Document** link along the left edge. Travel Manager will start a new browser window. Use the browser print button to print the document. Close the new browser window after printing. Then, Close the Current Document.

Note: Travelers are responsible for printing their voucher, attaching the applicable receipts and forwarding to the travel office.

❖ **REMOVE AN EDIT LOCK**
If an "Edit Lock" is put on a document no one can enter that document to make changes until the edit lock is removed. The person who caused the edit lock can remove the edit lock. If you need assistance call the **Help Desk 276-2477.**

Click **Setup** from the tab menu links.
Travel Manager will start a new browser window.
Click **Admin** from the tab menu links in the new window
Click **Remove Edit Locks** link on the left side. A list of all locked documents will display.
Click on the document name to remove the lock.
A confirmation message "Document lock has been removed" will be displayed at the top of the page.
Click the **Close** button.
Close the browser window.

Note: Do not use browser navigation tools (e.g. back button) as this will cause an edit lock.